

# Registration for Solicitation by Non-Profit Organizations for Philanthropic, Religious or Educational Purposes



<p><b>CITY OF EDINA</b> Police Department 4801 W 50<sup>th</sup> Street, Edina MN 55424-1394 Phone: (952) 826-1610 Fax: (952) 826-1607</p>
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☐ I am a Non-Profit solicitor

☐ Proof of Non-Profit status attached (if applicable)

Name of Organization: \_\_\_\_\_

Principal of Organization/Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Suite # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Supervisor's Phone Number (\_\_\_\_) \_\_\_\_\_

Name of Person Registering (if different than above) \_\_\_\_\_ Phone: \_\_\_\_\_

A brief description of the nature of the business and the products being sold (if applicable) \_\_\_\_\_

**Attach flyer, pamphlet, information or other regarding products to be sold.**

**Attach a list of names of people who will be soliciting for this organization during these dates (if applicable).**

**Date(s) of soliciting:** From \_\_\_\_\_ To \_\_\_\_\_  
(Registration is valid for a 90 day period)

List two municipalities where you carried on this business immediately preceding the date of this registration and include the address(es) from which business was conducted in those municipalities.

1)

2)

THE MINNESOTA DATA PRACTICES ACT requires that we inform you of your rights about the private data we may be requesting on this form. Private data is available to you, but not to the public. We are requesting certain data for your registration as a non-profit organization in order for you to solicit in the City of Edina. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide the data however refusing to supply the data may cause your registration to not be processed. This data can be shared by Edina City Staff, Department of Public Safety, and other persons or entities deemed necessary for verification of information submitted in the registration. Your signature on this application indicates you understand these rights.

Signature X \_\_\_\_\_ Date \_\_\_\_\_

I request that my residence address and telephone number be considered private data. My alternative address and telephone number are as follows:

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Processed by \_\_\_\_\_  
Approved \_\_\_\_\_ Date \_\_\_\_\_  
Chief of Police

REGISTRATION NUMBER

For office use only:  
Date \_\_\_\_\_ OCA \_\_\_\_\_  
☐ Fee \_\_\_\_\_ Rcpt# \_\_\_\_\_  
☐ Credentials (If applicable)  
☐ Copy of ID



PED101 (1/14)

EDINA POLICE DEPARTMENT  
Phone (952) 826-1610  
Fax (952) 826-1607  
Website <http://www.edinamn.gov>

## **Checklist and Procedures For Non-Profit Solicitation Registration**

- ☐ Complete the registration form (Both sides)
  - Complete one registration form per organization.
  - Do not leave any lines blank – If a question does not apply, write “N/A”.
  - To register, you must have a current government issued identification card or driver’s license.
  - Individuals that are peddling or soliciting on behalf of the organization must carry on their person a government issued identification such as a drivers’ license and written credentials stating the name of the organization and its’ purpose.
  - DO NOT SIGN THE REGISTRATION NOW. Registrations must be signed in front of police department personnel receiving the registration.
  - Upon acceptance by the Chief of Police, registration is valid for a period of 90 days.
- ☐ Return the completed registration along with a copy of the documentation confirming your Non-Profit status to the Edina Police Department
- ☐ Fees: Non-Profit Organization Registration **\$50.00**  
Make check payable to: **Edina Police Department**
- ☐ You are responsible for reading all of the Edina City Ordinance Chapter 12, Article V: Peddlers and Solicitors. Sec. 12-153 applies to Non-Profit Organizations specifically, however all persons shall comply with provisions of Sections 12-155, 12-156 and 12-157.